



DEPARTMENT OF THE AIR FORCE  
Joint Personal Property Shipping Office – Colorado Springs  
121 South Tejon, Suite 800  
Colorado Springs, Colorado 80903



22 June 2007

MEMORANDUM FOR ALL AGENTS

FROM: JPPSO-COS/QC

SUBJECT: Commingling (Joint Use) of Personnel, Facilities and Equipment

1. We bring your attention once again to the following guidance in regard to commingling of facilities, personnel, equipment and communication. This is your final notice to take steps to have separate agent facilities, personnel, equipment and communications in support of the TSPs you represent in the DoD Personal Property Program. Your agency (or agencies where applicable) will be placed ineligible if you fail to take the necessary steps to comply with the Defense Transportation Regulation guidance. We direct your attention following:

a. Review DTR Part IV, Chapter 402, K-10 and, Appendix B, Paragraph A-5: Agency Facilities – “I certify that the facilities of CONUS origin agents listed in the attachment to this tender have been inspected by a responsible representative of my company and that such facilities meet the standards of my company, the facilities, equipment, communication, e.g., telephone, intercom, and personnel of my agents are separate and distinct from any other household goods carrier’s agent.”

b. Also review DTR Part IV, Chapter 402, K-8: Carrier or Agent Equipment Requirements – Provides that “The vehicles may be owned by the carrier or agent or leased under a long-term agreement.” Paragraph K- 9a, adds that carrier or agent personnel requirements are - “A minimum personnel force will be maintained as follows: Packer/Warehouseman/Driver. A minimum of two qualified personnel will be maintained **on a regular basis** for the first carrier represented. To represent two to four carriers, the agent will maintain three qualified personnel. To represent more than four carriers, additional personnel requirements will be based upon the agent’s ability to provide responsive service. It is the responsibility of the carrier and agent to determine what is necessary to provide responsive, quality service. Agents are subject to performance action if the TO determines them to be non-responsive in providing service. Additionally, subparagraph “b,” addresses requirement to have the minimum administrative personnel to support the agency.

**NOTE:** The clear intent is for serving agents of TSPs to have equipment, personnel, and communication on a **regular basis** for each local agent as noted above. Although there is no prohibition mentioned in the DTR for use of subcontract personnel, nothing in the DTR allows for use of subcontract personnel in the absence of or as a replacement for those permanent personnel required throughout the DTR. Clearly, there is no intent to allow DoD personal property agents to run operations with sub-contract personnel, leased equipment or commingling of communication equipment. Compliance with minimal DTR requirements is mandatory.

2. My POCs for this issue is Mr Wayne Franklin at (719) 554-9243 or MSgt Pennington at 719-554-9231.

DAVID L. HOLT, Lt Colonel, USAF  
Director

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